

~~SECRET~~~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 1 October 1959

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report No. 37
23 September - 29 September 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. After showing the IG my sample case on language training records, he explained his interests. Without detracting from the impetus given by the Language Development Program to increasing Agency language capabilities, he wants to keep DCI posted on developments and also accomplish two goals, which I would presume are already known to DTR:

a. Develop and improve planning within DD/P for orderly language training, and then

b. Assure himself that OTR's offerings are truly responsive to needs.

(On the latter, he commented that the problem is broader than language training only and that elimination of 5% will tend to place emphasis on genuine needs.)

He retained a copy of the study the Information Branch prepared for [] showing the numbers claiming proficiency in each language, how many have been tested, and at what levels. Today, we will furnish him the other language data he is interested in. He also has requested to receive regularly the weekly report on OTR registrations.

2. For the two OTR meetings to be addressed by DTR, we have one firm date of Friday, 13 November. That is the end of [] instructional block, and he'll clear the auditorium in ample time. As soon as [] can shape up her briefing plan for the afternoon of Wednesday, 18 November (subject, "Individual Conferences with Librarian") we'll make firm arrangements and prepare the OTR notice.

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3. [] requested assistance on the need for training Comptroller personnel in automatic data processing. I urged him to state the requirement in writing to DTR, but referred him to [] to explore feasibility. Meanwhile, I've loaned [] a copy of [] excellent thesis on "The Effects of Automatic Data Processing Systems on the Job Structure of the Federal Government" which has an appropriate chapter on selection, placement, and training of employees. If an appropriate internal course is established it would have pertinence to several other Offices in the Agency.

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4. National Security Agency has requested the privilege of observing the Writing Workshop Course (on 6 October) for the purpose of gaining useful ideas for a proposed course in effective writing at NSA. [] has made the necessary arrangements for attendance of the NSA instructor.

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6. The SAIS conference, "The Business Outlook in the Middle East", will be held at the Statler Hotel on 6 - 7 October 1959. Five spaces have been made available to the Agency. We have sent appropriate literature to interested Offices (NE, ORR, and Commercial Staff) and have established 1 October as the final date for nominations. We must notify SAIS of our candidates by 2 October. Thus far, a request has been received from [] LAS/TR.

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7. Arrangements were finalized between us and [] for the attendance of [] ORR, in a three week on-the-job training program at [] beginning 5 October 1959.

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8. [] will go to Fort Meade on 2 October to brief five military officers and enlisted men scheduled to participate in a training program at [] next week. The program will be conducted jointly by OTR and SR Division.

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9. [] asked about the Fort Belvoir Management Courses. She said that Colonel White is especially "hot on this one" and would like to know more about it in anticipation of sending more of our people to it. [] sent her a summary of the prerequisites, length of courses, scheduled dates and offered her reference use of the 1959-60 catalog.

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Dorothy is interest too, in any evaluations of the program. In our folder is a sketchy summary by [] who, until [] the present incumbent, was the only one to have ever attended from this Agency. Dorothy planned to talk with Frank. Meanwhile we will send her an evaluation of the program that [] will submit. We will also consider the program in the form of an announcement in the next Bulletin.

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10. [] inquired of [] about the status quo of Form 73. Request for Internal Training, as it relates to the DD/P [] complaint of insufficient copies (2) for the training needs of that Office. Since informing Mrs. [] several weeks ago of the need to send a memorandum to the DTR, in which she spells out the nature of the DD/P's requirement for an additional copy, no such communication has been received.

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11. In response to [] request for information on a Records Management Program (one to which OTR gave support in organizing and administering back in April to May 1953) Louis [] Chief, Record and Services Division, sent a list of names of those who attended some or all of the sessions and of those who received a certification of completion of the program.

This is part of our continuing effort to make our training records complete. Our file on this particular program contained only copies of the program and the memo to TLO's, over DTR's signature, announcing the program.

12. All statistics for the semi-annual report to the Hull Committee have been completed.

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13. If memory serves me correctly, OTR has just established its own office record in elapsed time to revise an Agency regulation. [] and I met on the 29th to consider all the changes to [] and DTR signed the finished product on the 30th.

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DDS 14. The fall upswing in enrollments is creating some problems of over-subscription. Effective Writing has several alternates standing by; Supervision had enough applicants to run two classes at a time when [redacted] is so short-handed that he has to present the course himself; IOC #34 was 15 above capacity. After rescheduling the IOC extras we are now full for #35 and #36, with alternates. When the 5% rescission is printed, these overages may evanesce.

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15. During the week 23 September - 29 September 1959, there were 900 persons enrolled in OTR conducted training:

373 enrolled in 51 classes (9 languages) voluntary

136 enrolled in 27 classes (10 languages) internal

181 enrolled in 8 Intelligence School courses

76 enrolled in 4 Operations School courses

42 enrolled in 2 SIC courses

62 Junior Officer Trainees

12 Reserve Officers

9 from other Government agencies

9 Dependents

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